

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name Boardman Township	County Kalkaska
Audit Date 6/30/04	Opinion Date 11/23/04	Date Accountant Report Submitted to State: 1/24/05	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.


We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ Yes ☒ No 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ Yes ☒ No 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☒ Yes ☐ No 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ Yes ☒ No 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ Yes ☒ No 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ Yes ☒ No 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ Yes ☒ No 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ Yes ☒ No 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ Yes ☒ No 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	✓		
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASLGU).			✓

Certified Public Accountant (Firm Name) Baird, Cotter & Bishop, P.C.			
Street Address 134 W. Harris Street	City Cadillac	State MI	ZIP 49601
Accountant Signature 		Date 1-19-05	

BOARDMAN TOWNSHIP, KALKASKA COUNTY

SOUTH BOARDMAN, MICHIGAN

JUNE 30, 2004

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

JUNE 30, 2004

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BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

JUNE 30, 2004

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134 WEST HARRIS STREET
CADILLAC, MICHIGAN 49601
231-775-9789
FAX: 231-775-9749

M. WAYNE BEATTIE, C.P.A.
1902 - 1990
JACK H. BAIRD, C.P.A.
JERRY L. COTTER, C.P.A.
DALE D. COTTER, C.P.A.

JOHN H. BISHOP, C.P.A.
ROBERT V. BEATTIE, C.P.A.
DOUGLAS P. McMULLEN, C.P.A.
JOHN F. TAYLOR, C.P.A.
STEVEN C. ARENDS, C.P.A.
SCOTT A. HUNTER, C.P.A.
JONATHAN E. DAMHOF, C.P.A.
MICHAEL D. COOL, C.P.A.

Baird, Cotter and Bishop, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

November 23, 2004

INDEPENDENT AUDITORS' REPORT

To the Township Board
Boardman Township
Kalkaska County
South Boardman, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Boardman Township, Kalkaska County, South Boardman, Michigan, as of and for the year ended June 30, 2004, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Boardman Township, Kalkaska County, South Boardman, Michigan, as of June 30, 2004, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note I, the Township has implemented a new financial reporting model as required by the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* as of July 1, 2003.

The management's discussion and analysis on pages iii through ix and budgetary comparison information on page 20 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Boardman Township, Kalkaska County, South Boardman, Michigan's basic financial statements. The combining and individual fund financial statements, and other supplementary information are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED JUNE 30, 2004

Boardman Township, a general law township located in Kalkaska County has implemented the provisions of Governmental Accounting Standards Board Statement 34 (GASB 34). The Management's Discussion and Analysis, a requirement of GASB 34, is intended to be the Boardman Township board's discussion and analysis of the financial results for the fiscal year ended June 30, 2004. In future years, comparative information will be provided.

Financial Highlights

- ◆ The assets of the Township exceeded its liabilities at the close of the fiscal year by \$564,102. Of this amount, \$325,740 may be used to meet the township's ongoing obligations to citizens and creditors.
- ◆ As of the close of the current fiscal year, the Township's governmental funds reported combined ending fund balances of \$419,564 an increase of \$13,681 in comparison with the prior year. About 61.95% is available for spending at the Township's discretion.
- ◆ The Township has no long-term debt as of June 30, 2004.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Township's basic financial statements. The Township's basic financial statements are comprised of three components. 1) government-wide financial statements, 2) fund financial statements and 2) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements The government-wide financial statements, required by GASB 34, are new and being shown for the first time in 2004 for Boardman Township. The *government-wide financial statements* are designed to provide readers with a broad overview of the Township's finances, in a manner similar to a private-sector business. These statements are calculated using full accrual accounting and more closely represent those presented by business and industry. The entire Township's assets and liabilities, both short and long-term, are reported. As such, these statements include capital assets, net of related depreciation.

The *Statement of Net Assets* presents information on all of the Township's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Township is improving or deteriorating.

The *Statement of Activities* presents information showing how the Township's net assets changed during the fiscal year. All changes in net assets are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in the future fiscal periods.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED JUNE 30, 2004

Both of the government-wide financial statements distinguish functions of the Township's that are principally supported by taxes and intergovernmental revenues (governmental activities) from functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Township include general government and administration, public safety, public works, cultural and recreation, and other functions. The Township does not have any business-type activities.

Fund Financial Statements

For the most part, the fund financial statements are comparable to prior years' financial statements. The primary difference is that the Account Groups (General Fixed Assets and General Long-Term Debt) are no longer reported. The fund level statements are reported on a modified accrual basis in that only those assets that are "measurable" and "currently available" are reported. Liabilities are recognized to the extent they are normally expected to be paid with current financial resources. All of the funds of the Township can be divided into two categories - governmental funds and proprietary funds.

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements focus on current sources and uses of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statement, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental fund statements of revenues, expenditures, and changes in fund balances provides a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Proprietary Funds – Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Township does not maintain a proprietary fund.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements, this report further presents Required Supplementary Information (RSI) that explains and supports the information presented in the financial statements.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED JUNE 30, 2004

Government-Wide Financial Analysis

The Statement of Net Assets is the first statement in the Government-Wide Financial Statements section of this document. This statement is useful for providing an indicator of the Township's financial position over time. The Net Assets of the Township are \$564,102 at June 30, 2004, meaning the Township's assets were greater than its liabilities by this amount. Because of GASB Statement Number 34, this is the first year that this information is presented; therefore, only one year of data is shown. A useful comparative analysis will be presented in future years when the information is available.

		Governmental	
		Activities	
Assets			
Current Assets		\$	426,107
Non Current Assets			
Capital Assets		\$	347,630
Less: Accumulated Depreciation			(203,869)
Total Non Current Assets		\$	143,761
Total Assets		\$	<u>569,868</u>
Liabilities			
Current Liabilities		\$	5,766
Net Assets			
Invested in Capital Assets		\$	143,761
Restricted for Specific Purposes			94,601
Unrestricted			<u>325,740</u>
Total Net Assets		\$	<u>564,102</u>
Total Liabilities and Net Assets		\$	<u>569,868</u>

The most significant portions of the Township's Net Assets are cash investment and investment in capital assets (e.g. land, buildings, equipment, infrastructure, and others). The Township is not responsible for any long-term debt as of June 30, 2004. Other liabilities are minimal as of June 30, 2004.

At the end of the current fiscal year, the Township is able to report positive balances in all categories of net assets for the government as a whole.

The total net assets of the Township increased by \$62,274 or 12.41% in this fiscal year, which is a good indicator that the Township experienced positive financial growth during the year. As a result, the Township ended the fiscal year in better condition than when the year began.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED JUNE 30, 2004

The following table illustrates and summarizes the results of the changes in the net assets for the Township. The condensed information was derived from the government-wide Statement of Activities.

Boardman Township
Change in Net Assets
for the Fiscal Year Ended June 30, 2004

	<u>Governmental Activities</u>
<u>Revenues</u>	
Program Revenues	
Charges for Services	\$ 18,786
General Revenues	
Property Taxes and Assessments	116,116
State Shared Revenue	111,577
Unrestricted Investment Earnings	3,671
Other	<u>872</u>
Total Revenues	\$ <u>251,022</u>
<u>Expenses</u>	
Legislative	\$ 15,206
General Government, Administrative	67,352
Public Safety	71,993
Public Works	9,613
Health and Welfare	237
Community and Economic Development	3,867
Recreation and Culture	17,142
Other Functions	<u>3,338</u>
Total Expenses	\$ <u>188,748</u>
Changes in Net Assets	\$ 62,274
NET ASSETS – Beginning of Year	<u>501,828</u>
NET ASSETS – End of Year	<u><u>564,102</u></u>

Governmental Activities

During the fiscal year ended June 30, 2004, the Township's net assts increased by \$62,274 or 12.41% in the governmental funds.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED JUNE 30, 2004

The most significant part of the revenue for all governmental activities of Boardman Township comes from property taxes. The Township levied an additional millage for fire protection, in addition to the operating and road improvement millages, this fiscal year. The Township levied 0.9154 mills for operating purposes, 1.9292 mills for road improvement, and 0.9646 mills for fire protection.

State shared revenue is collected by the State of Michigan and distributed to local governments by formula allocation of portions of the State sales tax. In 2004, the amount of state shared revenue received by the Township trended downward, representing declining sales tax collections and discretionary reductions by the State in revenue sharing payments.

The Township's governmental activities expenses are dominated by public safety expenses that total 38.14% of total expenses. The Township spent \$71,993 in fiscal year 2004 on public safety expenses. General governmental represented the next largest expense at \$67,352 followed by culture and recreation at \$17,142, these represent 35.68% and 9.08% respectively.

Business-Type Activities

The Township does not maintain any business-type activities.

Financial Analysis of the Government's Funds

Governmental Funds The focus of Boardman Township's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Township's financing requirement. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, Boardman Township's governmental funds reported combined ending fund balances of \$419,564. Approximately 61.95% of this total amount (\$259,911) constitutes unreserved fund balance. The remainder of the fund balance is reserved for specific purposes and is therefore not available for new appropriation. For example, the fund balance that is reserved for fire protection must be used for expenditures, such as capital outlay, that will enhance fire protection.

General Fund – The General Fund's fund balance decreased by (\$30,114) which brings the fund balance to \$259,911. Property tax revenues increased by 3.90% or \$1,491. State shared revenues decreased by \$2,794 from the prior year, which represents a 2.44% reduction. The Township paid the remaining balance of \$66,396 that was owed to the Road Commission for prior year road improvements.

Fire Fund – The Fire Fund's fund balance decreased by \$4,789 which brings the fund balance to \$15,656. This balance is reserved and must be used for fire protection.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED JUNE 30, 2004

The Township levied a fire millage on the 2003 tax roll. This resulted in \$25,210 in tax related revenues during the current fiscal year. The Township also contracts with Orange Township for fire protection. This generated \$7,707 in revenues for Boardman Township.

Road Improvement Fund – The Road Improvement Fund increased its fund balance by \$48,551 which brings the fund balance to \$138,945. The balance is reserved and must be used for road improvements.

The Township did once again levy a road improvement millage on the 2003 tax roll. Tax related revenues totaled \$50,426 for the current fiscal year. The Township has prepaid \$60,000 for work to be done on Hart Road.

Proprietary Fund The Township does not maintain any proprietary funds.

Capital Assets and Debt Administration

Capital Assets. The Township's investment in capital assets for governmental activities as of June 30, 2004 amounted to \$143,761 net of accumulated depreciation. The total net decrease in the Township's investment in capital assets for the current fiscal year was due largely to depreciation expense of \$22,332.

Capital assets summarized below include any items purchased with a cost greater than \$500 individually and that have a useful life greater than one year. A summary of capital asset categories is illustrated below:

Boardman Township
Capital Assets as of June 30, 2004

		<u>Governmental Activities</u>
Land and Land Improvements	\$	54,013
Buildings		12,093
Machinery and Equipment		<u>281,524</u>
	\$	347,630
Less Accumulated Depreciation		<u>(203,869)</u>
Net Capital Assets	\$	<u>143,761</u>

Major capital asset additions during the current fiscal year included the following:

- ◆ New computers for supervisor and clerk (\$1,659).
- ◆ Construction of a shed at the cemetery (\$2,093).

BOARDMAN TOWNSHIP, KALKASKA COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED JUNE 30, 2004

Long-Term Debt. Boardman Township has no obligation for any long-term debt as of June 30, 2004.

Economic Condition and Outlook

The unemployment rate is still high in the State of Michigan and the State's shortfall in the budget means further reductions in state-shared revenues. State shared revenues are expected to decrease by at least 1.091% in the 2004-05 fiscal year. The Township has budgeted for a larger decrease as more cuts are expected. The Township's millage rate was reduced again by the Headlee Amendment rollback to 0.9002 mills for general operating purposes.

A road millage and a fire millage were once again levied for the 2004 tax roll. The mills to be levied for the 2004 tax roll for roads and fire protection are 1.8972 and 0.9486 respectively.

These factors were considered in preparing the Township's budgets for the 2004-05 fiscal year.

Request for Information

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the Township's finances and to demonstrate the Township's accountability for the money it receives. If you have any questions about this report or need any additional information, contact Boardman Township at 4855 Pine Street SW, South Boardman, MI 49680.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

STATEMENT OF NET ASSETS
JUNE 30, 2004

	<u>GOVERNMENTAL ACTIVITIES</u>
<u>ASSETS</u>	
Cash	\$ 244,823
Investments	118,884
Receivables	
Taxes	777
Agency Funds	1,623
Prepaid Expenditures	<u>60,000</u>
Total Current Assets	<u>\$ 426,107</u>
<u>CAPITAL ASSETS</u>	
Land and Land Improvements	\$ 54,013
Buildings	12,093
Machinery and Equipment	<u>281,524</u>
	\$ 347,630
Less Accumulated Depreciation	<u>(203,869)</u>
Net Capital Assets	<u>\$ 143,761</u>
TOTAL ASSETS	<u><u>\$ 569,868</u></u>
<u>LIABILITIES</u>	
<u>CURRENT LIABILITIES</u>	
Accounts Payable	\$ 4,299
Accrued Expenditures	<u>1,467</u>
Total Current Liabilities	<u>\$ 5,766</u>
<u>NET ASSETS</u>	
Invested in Capital Assets	\$ 143,761
Restricted for Fire Protection	15,656
Restricted for Road Improvements	78,945
Unrestricted	<u>325,740</u>
Total Net Assets	<u>\$ 564,102</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 569,868</u></u>

The accompanying notes are an integral part of the financial statements.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2004

FUNCTIONS/PROGRAMS	EXPENSES	PROGRAM REVENUES			NET (EXPENSE) REVENUE AND CHANGES IN NET ASSETS	
		CHARGES FOR	OPERATING	CAPITAL	GOVERNMENTAL	TOTALS
		SERVICES	GRANTS AND	GRANTS AND	ACTIVITIES	
			CONTRIBUTIONS	CONTRIBUTIONS		
<u>PRIMARY GOVERNMENT</u>						
<u>GOVERNMENTAL ACTIVITIES</u>						
Legislative	\$ 15,206	\$ 0	\$ 0	\$ 0	\$ (15,206)	\$ (15,206)
General Government, Administrative	67,352	3,580	0	0	(63,772)	(63,772)
Public Safety	71,993	15,206	0	0	(56,787)	(56,787)
Public Works	9,613	0	0	0	(9,613)	(9,613)
Health and Welfare	237	0	0	0	(237)	(237)
Community and Economic Development	3,867	0	0	0	(3,867)	(3,867)
Recreation and Culture	17,142	0	0	0	(17,142)	(17,142)
Other Functions	3,338	0	0	0	(3,338)	(3,338)
Total	\$ 188,748	\$ 18,786	\$ 0	\$ 0	\$ (169,962)	\$ (169,962)
<u>GENERAL REVENUES</u>						
Property Tax					\$ 116,116	\$ 116,116
State Shared Revenue					111,577	111,577
Unrestricted Investment Earnings					3,671	3,671
Other					872	872
Total General Revenues					\$ 232,236	\$ 232,236
Change in Net Assets					\$ 62,274	\$ 62,274
NET ASSETS - Beginning of Year					501,828	501,828
NET ASSETS - End of Year					\$ 564,102	\$ 564,102

The accompanying notes are an integral part of the financial statements.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

BALANCE SHEET
JUNE 30, 2004

	GENERAL FUND	FIRE FUND	ROAD FUND	NON-MAJOR FUNDS	TOTALS
<u>ASSETS</u>					
Cash	\$ 142,883	\$ 17,981	\$ 78,907	\$ 5,052	\$ 244,823
Investments	118,884	0	0	0	118,884
Taxes Receivable	186	197	394	0	777
Due from Other Funds	2,573	87	38	0	2,698
Prepaid Expenditures	0	0	60,000	0	60,000
TOTAL ASSETS	<u>\$ 264,526</u>	<u>\$ 18,265</u>	<u>\$ 139,339</u>	<u>\$ 5,052</u>	<u>\$ 427,182</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	\$ 2,962	\$ 1,337	\$ 0	\$ 0	\$ 4,299
Accrued Expenditures	1,467	0	0	0	1,467
Due to Other Funds	0	1,075	0	0	1,075
Deferred Revenue	186	197	394	0	777
Total Liabilities	<u>\$ 4,615</u>	<u>\$ 2,609</u>	<u>\$ 394</u>	<u>\$ 0</u>	<u>\$ 7,618</u>

FUND BALANCE

Reserved for:

Prepaid Expenditures	\$ 0	\$ 0	\$ 60,000	\$ 0	\$ 60,000
Fire Protection	0	15,656	0	0	15,656
Road Improvements	0	0	78,945	0	78,945
Debt Retirement	0	0	0	5,052	5,052
Unreserved					
Undesignated	259,911	0	0	0	259,911
Total Fund Balance	<u>\$ 259,911</u>	<u>\$ 15,656</u>	<u>\$ 138,945</u>	<u>\$ 5,052</u>	<u>\$ 419,564</u>

TOTAL LIABILITIES

AND FUND BALANCE	<u>\$ 264,526</u>	<u>\$ 18,265</u>	<u>\$ 139,339</u>	<u>\$ 5,052</u>	<u>\$ 427,182</u>
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The accompanying notes are an integral part of the financial statements.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

GOVERNMENTAL FUNDS

RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET ASSETS
JUNE 30, 2003

Total Fund Balances for Governmental Funds	\$	419,564
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Amounts Reported for Governmental Activities in the
Statement of Net Assets are Different Because:

Capital assets used in governmental activities are not
financial resources and therefore are not reported in the funds.

Land	\$	45,013	
Land Improvements		9,000	
Buildings		12,093	
Equipment		281,524	
Accumulated Depreciation		<u>(203,869)</u>	143,761

Other long-term assets are not available to pay for current period
expenditures and therefore are not reported in the funds

Personal Property Taxes Receivable		<u>777</u>
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NET ASSETS OF GOVERNMENTAL ACTIVITIES	\$	<u><u>564,102</u></u>
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The accompanying notes are an integral part of the financial statements.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

YEAR ENDED JUNE 30, 2004

	GENERAL FUND	FIRE FUND	ROAD IMPROVEMENT FUND	NON-MAJOR FUNDS	TOTALS
<u>REVENUES</u>					
Taxes	\$ 39,703	\$ 25,210	\$ 50,426	\$ 0	\$ 115,339
Licenses and Permits	3,919	0	0	0	3,919
State Grants	111,577	0	0	0	111,577
Contributions from Local Units	0	7,707	0	0	7,707
Charges for Services	7,160	0	0	0	7,160
Interest and Rents	2,905	64	669	33	3,671
Other Revenues	872	0	0	0	872
Total Revenues	\$ 166,136	\$ 32,981	\$ 51,095	\$ 33	\$ 250,245
<u>EXPENDITURES</u>					
Legislative	\$ 15,206	\$ 0	\$ 0	\$ 0	\$ 15,206
General Government	67,671	0	0	0	67,671
Public Safety	16,924	37,770	0	0	54,694
Public Works	73,465	0	2,544	0	76,009
Health and Welfare	237	0	0	0	237
Community and Economic Development	3,867	0	0	0	3,867
Recreation and Culture	15,542	0	0	0	15,542
Other Functions	3,338	0	0	0	3,338
Total Expenditures	\$ 196,250	\$ 37,770	\$ 2,544	\$ 0	\$ 236,564
Excess (Deficiency) of Revenues Over Expenditures	\$ (30,114)	\$ (4,789)	\$ 48,551	\$ 33	\$ 13,681
FUND BALANCE - Beginning of Year	290,025	20,445	90,394	5,019	405,883
FUND BALANCE - End of Year	\$ 259,911	\$ 15,656	\$ 138,945	\$ 5,052	\$ 419,564

The accompanying notes are an integral part of the financial statements.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

GOVERNMENTAL FUNDS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
JUNE 30, 2004

Net change in Fund Balance - Total Governmental Funds	\$ 13,681
Amounts reported for governmental activities are different because:	
Governmental funds report capital outlays as expenditures in the statement of activities. These costs are allocated over their estimated useful lives as depreciation.	
Depreciation Expense	(22,332)
Capital Outlay	3,752
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	
Personal property tax revenue deferred using the modified accrual method	777
Repayments of principal on long-term debt is an expenditure in the governmental fund, but not in the statement of activities (where it is a reduction of liabilities).	
Road Commission Contracts Payable	<u>66,396</u>
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 62,274</u></u>

The accompanying notes are an integral part of the financial statements.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES
JUNE 30, 2004

	<u>AGENCY FUNDS</u>
<u>ASSETS</u>	
Cash	\$ 3,213
<u>LIABILITIES</u>	
Accounts Payable - Boardman Township	\$ 1,623
Due to Other Governments	1,590
TOTAL LIABILITIES	\$ 3,213

The accompanying notes are an integral part of the financial statements.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Boardman Township is a general law township located in Kalkaska County which operates under the direction of an elected township board. Under the criteria established by accounting principles generally accepted in the United States of America, the Township has determined that there are no component units which should be included in its reporting entity.

B. Government-wide and Fund Financial Statements

During fiscal year 2004, the Township adopted GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, as amended by GASB Statements No. 37 and No. 38, and applied those standards on a retroactive basis. GASB Statement No. 34 establishes standards for external financial reporting for state and local governments and requires that resources be classified for accounting and reporting purposes into the following three net asset categories.

Invested in Capital assets, net of related debt consists of capital assets, net of accumulated depreciation and reduced by outstanding balances for bonds, notes, and other debt that are attributed to the acquisition, construction, or improvement of those assets.

Restricted net assets result when constraints placed on net asset use are either externally imposed by creditors, grantors, and contributions, or imposed by law through constitutional provisions or enabling legislation.

Unrestricted net assets consist of net assets which do not meet the definition of the two preceding categories. Unrestricted net assets are often designated, to indicate that management does not consider them to be available for general operations. Unrestricted net assets often have constraints on resources which are imposed by management, but can be modified or removed.

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The government-wide focus is more on the sustainability of the Township as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The fund financial statements are similar to the financial statements presented in the previous financial reporting model.

Separate financial statements are provided for governmental funds and fiduciary funds even though the latter are excluded from government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting and Basis of Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses and interest are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessment receivables due within the current period is considered to be susceptible to accrual as revenue of the current period. Sales taxes collected and held by the state at year end on behalf of the government are also recognized as revenue. All other revenue items are considered to be measurable and available only when cash is received by the government.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

The accounts of the Township are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements.

Boardman Township reports the following major governmental funds:

The *General Fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Fire Fund* accounts for revenue sources that are legally restricted to expenditure for fire protection.

The *Road Fund* accounts for revenue sources that are legally restricted to expenditure for road improvements.

Additionally Boardman Township reports the following fund types:

The *debt service funds* account for the servicing of general long-term debt not being financed by proprietary or nonexpendable trust funds.

Agency funds are custodial in nature and do not present results of operations or have a measurement focus. Agency funds are accounted for using the modified accrual basis of accounting. These funds are used to account for assets that the Township holds for others in an agency capacity.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Amounts reported as program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the Township's policy to use the restricted resources first, then unrestricted resources as they are needed.

D. Assets, Liabilities and Equity

1. Deposits and Investments

The Township's cash and cash equivalents are considered to be cash on hand, demand deposits, certificates of deposits, and short-term investments with original maturities of three months or less from date of acquisition.

(I) The Township Board has authorized the Township Treasurer to invest in the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (b) Certificates of deposit, savings accounts, deposit accounts, or depository of a financial institution. Authorized depositories shall be designated by the Boardman Township Board at the Board's organizational meeting after each regular election of board members.
- (c) Repurchase agreements consisting of instruments listed in subdivision (a).
- (d) Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by the Township Treasurer. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share. (Recommendation--the above limitation is recommended, however, the Treasurer may also include mutual funds whose net asset value may fluctuate on a periodic basis by so stating in this area).

2. Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Advances between funds are offset by a fund balance reserve account in applicable governmental funds to indicate they are not available for appropriation and are not expendable available financial resources.

All trade and property tax receivables are shown net of an allowance for uncollectibles. Property taxes attach as an enforceable lien on the property as of the date they are levied. State education taxes are levied and due July 1, and become delinquent after September 14. County school taxes and all other taxes are levied and due December 1, and become delinquent after February 14. Collections of school and county taxes and remittances of them are accounted for in the Current Tax Collection Fund. Township property tax revenues are recognized when they become both measurable and available for use to finance Township operations. Amounts which are not expected to be collected within sixty days are treated as deferred revenues.

The 2003 taxable valuation of the Boardman Township totaled \$26,352,615, on which ad valorem taxes levied consisted of 0.9154 mills for the Boardman Township operating purposes, 1.9292 mills for the Boardman Township road improvements, and 0.9646 mills for Boardman Township fire protection. These levies raised approximately \$24,112 for operating purposes, \$50,821 for road improvements, and \$25,408 for fire protection.

3. *Inventories and Prepaid Items*

Inventories are not significant and are expensed as acquired.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

4. *Capital Assets*

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$500 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant and equipment of the government are depreciated using the straight line method over the following estimated useful lives:

<u>ASSETS</u>	<u>YEARS</u>
Buildings	50
Building improvements	20
Public domain infrastructure	50
System infrastructure	30
Vehicles	5
Equipment	5-10

Boardman Township qualifies as a phase 3 governmental unit in regards to the implementation of GASB 34. Phase 3 governmental units are not required to retroactively capitalize infrastructure. As a result, the Township will capitalize and depreciate infrastructure beginning July 1, 2003, in accordance with the Township's capitalization policy.

5. *Long-term Obligations*

In the government-wide financial statements, and proprietary fund types (if applicable) in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net assets. Bond premiums and discounts, as well as issuance costs, are amortized over the life of the bonds using the effective interest method. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures

6. *Fund Equity*

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

7. Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. A public hearing is held to obtain taxpayer comments. Appropriations lapse at year end. Budgeted amounts presented are as originally adopted on April 2, 2003, or as amended by the Township Board from time to time throughout the year.

The appropriated budget is prepared by fund and activity. The Township Board exercises budgetary control over expenditures.

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Township because it is not, at present, considered necessary to assure effective budgetary control or to facilitate effective cash planning and control.

Funds with Expenditures in Excess of Appropriations were as follows:

	<u>APPROPRIATIONS</u>	<u>EXPENDITURES</u>
General Fund		
Community and Economic Development	\$ 3,000	\$ 3,867
Recreation and Culture	13,522	15,542
Other Functions	0	3,338
Fire Fund	0	37,770

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS

A. Deposits and Investments

The Township's deposits are owned by several of the Township's funds. At year-end, the carrying amount of the Township's deposits was \$248,036 and the bank balance was \$308,627. A total of \$35,541 of the Township's \$308,627 of total bank deposits are in accounts which exceed the Federal

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

depository insurance of \$100,000 and are uncollateralized. The remaining \$273,086 of bank deposits and investments are in separate accounts which are fully insured.

The Township's investments are categorized in the following schedule to give an indication of the level of risk assumed by the entity at year end.

Category 1 - Investments that are insured or registered or for which the securities are held by the Township or its agent in the Township's name.

Category 2 - Uninsured and unregistered investments for which the securities are held by the counterparty's trust department (if a bank), or agent in the Township's name.

Category 3 - Uninsured and unregistered investments for which the securities are held by the broker, dealer, or agent but not in the Township's name.

	CATEGORY			CARRYING AMOUNT	FAIR VALUE
	1	2	3		
Investments - Primary Government					
U.S. Government					
Securities	\$ 118,884	\$ 0	\$ 0	\$ 118,884	\$ 118,884

A reconciliation of cash and investments follows:

Carrying amount of Deposits	\$ 248,036
Carrying amount of Investments	118,884
Total	<u>\$ 366,920</u>
Government-wide Statement of Net Assets	
Cash	\$ 244,823
Investments	118,884
Statement of Fiduciary Net Assets	
Cash	<u>3,213</u>
Total	<u>\$ 366,920</u>

B. Receivables

Receivables as of year end for the government's individual major fund and nonmajor funds in aggregate, are as follows:

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

	General	Fire	Road	Nonmajor And Other Funds	Total
Receivables					
Taxes	\$ 186	\$ 197	\$ 394	\$ 0	\$ 777
Agency Funds	1,498	87	38	0	1,623
	<u>\$ 1,684</u>	<u>\$ 284</u>	<u>\$ 432</u>	<u>\$ 0</u>	<u>\$ 2,400</u>

The allowance for doubtful accounts is not considered to be material for disclosure

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the fiscal year, the various components of deferred revenue and unearned revenue reported in the governmental funds were as follows:

	Deferred Revenue	
	Unavailable	Unearned
Delinquent property taxes receivable (General Fund)	\$ 186	\$ 0
Delinquent property taxes receivable (Fire Fund)	197	0
Delinquent property taxes receivable (Road Fund)	394	0
	<u>\$ 777</u>	<u>\$ 0</u>
	<u>\$ 777</u>	<u>\$ 0</u>

C. Capital Assets

Primary Government

	Beginning Balance	Increases	Decreases	Ending Balance
<u>Governmental activities:</u>				
Capital assets, not being depreciated				
Land	\$ 45,013	\$ 0	\$ 0	\$ 45,013

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets, being depreciated				
Buildings	\$ 10,000	\$ 2,093	\$ 0	\$ 12,093
Land Improvements	9,000	0	0	9,000
Machinery and equipment	279,865	1,659	0	281,524
Total capital assets, being depreciated	\$ 298,865	\$ 3,752	\$ 0	\$ 302,617
Less accumulated depreciation for:				
Buildings	\$ 6,300	\$ 252	\$ 0	\$ 6,552
Land Improvements	2,100	600	0	2,700
Machinery and equipment	173,137	21,480	0	194,617
Total accumulated depreciation	\$ 181,537	\$ 22,332	\$ 0	\$ 203,869
Total capital assets, being depreciated, net	\$ 117,328	\$ (18,580)	\$ 0	\$ 98,748
Governmental activities capital assets, net	\$ 162,341	\$ (18,580)	\$ 0	\$ 143,761

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:

General Government	\$ 3,433
Public Safety	17,299
Culture and Recreation	<u>1,600</u>

Total depreciation expense – governmental activities	\$ <u>22,332</u>
--	------------------

Construction Commitments:

The government has no outstanding construction commitments as of June 30, 2004.

D. Interfund Receivables, Payables and Transfers

Individual fund interfund receivable and payable balances at June 30, 2004, were:

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

<u>FUND</u>	<u>INTERFUND RECEIVABLES</u>	<u>INTERFUND PAYABLES</u>
General Fund	\$ 2,573	\$ 0
Special Revenue Funds		
Fire	87	1,075
Road	38	0
Fiduciary Funds		
Current Tax Collection	0	1,555
Trust and Agency	0	68
	<u>\$ 2,698</u>	<u>\$ 2,698</u>

All remaining balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made. All balances are expected to be resolved within one year.

E. Long-Term Debt

The following is a summary of the long-term debt transactions of Boardman Township for the year ended June 30, 2004:

	<u>LOANS</u>
Long –Term Debt Payable	
At July 1, 2003	\$ 66,396
New Debt Incurred	0
Payments on Debt	<u>(66,396)</u>
LONG-TERM DEBT PAYABLE	
AT JUNE 30, 2004	<u>\$ 0</u>

At June 30, 2004, the Township was not obligated for any long-term debt.

F. Fund Balance Reserves and Designations

In order to comply with generally accepted accounting principles and meet certain legal requirements, the Township has reserved fund balances/retained earnings in various funds. In addition, certain portions of unreserved fund balances/retained earnings have been designated for intended future uses. These reserves and designations are detailed in the following schedule:

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

FUND BALANCE

Reserved

Special Revenue Funds

Fire Fund

Fire Protection \$ 15,656

Road Fund

Prepaid Expenditures \$ 60,000

Road Improvements 78,945 138,945 154,601

Debt Service Funds

Reserved for Debt Service 5,052

TOTAL FUND BALANCE DESIGNATIONS \$ 159,653

IV. OTHER INFORMATION

A. Risk Management

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees, and natural disasters. The Township participates in a pool of municipalities within the State of Michigan for self-insuring property and casualty, crime, general liability, errors and omissions insurance and workers' compensation. The Township pays annual premiums to the pool for the respective insurance coverage. In the event the pool's total claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessments to make up the deficiency. The Township has not been informed of any special assessments being required for the current year or the three prior years.

The Township continues to carry insurance for other risks of loss, including fidelity bonds.

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
MAJOR GOVERNMENTAL FUNDS

YEAR ENDED JUNE 30, 2004

	GENERAL FUND				FIRE FUND				ROAD IMPROVEMENT FUND			
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET
<u>REVENUES</u>												
Taxes	\$ 14,388	\$ 14,388	\$ 39,703	\$ 25,315	\$ 25,967	\$ 25,967	\$ 25,210	\$ (757)	\$ 51,934	\$ 51,934	\$ 50,426	\$ (1,508)
Licenses and Permits	7,500	7,500	3,919	(3,581)	0	0	0	0	0	0	0	0
State Grants	125,000	125,000	111,577	(13,423)	0	0	0	0	0	0	0	0
Contributions from Local Units	0	0	0	0	0	0	7,707	7,707	0	0	0	0
Charges for Services	0	0	7,160	7,160	0	0	0	0	0	0	0	0
Interest and Rents	6,000	6,000	2,905	(3,095)	0	0	64	64	0	0	669	669
Other Revenues	2,384	2,384	872	(1,512)	0	0	0	0	0	0	0	0
Total Revenues	\$ 155,272	\$ 155,272	\$ 166,136	\$ 10,864	\$ 25,967	\$ 25,967	\$ 32,981	\$ 7,014	\$ 51,934	\$ 51,934	\$ 51,095	\$ (839)
<u>EXPENDITURES</u>												
Legislative	\$ 25,000	\$ 25,000	\$ 15,206	\$ 9,794	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
General Government	74,250	80,168	67,671	12,497	0	0	0	0	0	0	0	0
Public Safety	59,000	59,000	16,924	42,076	0	0	37,770	(37,770)	0	0	0	0
Public Works	209,599	209,673	73,465	136,208	0	0	0	0	46,599	46,599	2,544	44,055
Health and Welfare	250	250	237	13	0	0	0	0	0	0	0	0
Community and Economic Development	3,000	3,000	3,867	(867)	0	0	0	0	0	0	0	0
Recreation and Culture	5,000	13,522	15,542	(2,020)	0	0	0	0	0	0	0	0
Other Functions	0	0	3,338	(3,338)	0	0	0	0	0	0	0	0
Contingency	13,254	234	0	234	0	0	0	0	0	0	0	0
Total Expenditures	\$ 389,353	\$ 390,847	\$ 196,250	\$ 194,597	\$ 0	\$ 0	\$ 37,770	\$ (37,770)	\$ 46,599	\$ 46,599	\$ 2,544	\$ 44,055
Excess (Deficiency) of Revenues Over Expenditures	\$ (234,081)	\$ (235,575)	\$ (30,114)	\$ 205,461	\$ 25,967	\$ 25,967	\$ (4,789)	\$ (30,756)	\$ 5,335	\$ 5,335	\$ 48,551	\$ 43,216
<u>FUND BALANCE</u> - Beginning of Year	290,025	290,025	290,025	0	0	0	20,445	20,445	0	0	90,394	90,394
<u>FUND BALANCE</u> - End of Year	\$ 55,944	\$ 54,450	\$ 259,911	\$ 205,461	\$ 25,967	\$ 25,967	\$ 15,656	\$ (10,311)	\$ 5,335	\$ 5,335	\$ 138,945	\$ 133,610

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

GENERAL FUND

BALANCE SHEET
JUNE 30, 2004

ASSETS

Cash	\$ 142,883
Investments	118,884
Taxes Receivable	186
Due from Other Funds	<u>2,573</u>
 TOTAL ASSETS	 <u><u>\$ 264,526</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	\$ 2,962
Accrued Expenditures	1,467
Deferred Revenue	<u>186</u>
 Total Liabilities	 \$ 4,615

FUND BALANCE

Balance	
Unreserved	<u>259,911</u>
 TOTAL LIABILITIES AND FUND BALANCE	 <u><u>\$ 264,526</u></u>

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 2004

	<u>BUDGET</u>		<u>ACTUAL</u>	<u>VARIANCE</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
<u>REVENUES</u>				
Taxes	\$ 14,388	\$ 14,388	\$ 39,703	\$ 25,315
Licenses and Permits	7,500	7,500	3,919	(3,581)
State Grants	125,000	125,000	111,577	(13,423)
Charges for Services	0	0	7,160	7,160
Interest and Rents	6,000	6,000	2,905	(3,095)
Other Revenues	2,384	2,384	872	(1,512)
Total Revenues	\$ 155,272	\$ 155,272	\$ 166,136	\$ 10,864
<u>EXPENDITURES</u>				
Legislative				
Township Board	\$ 25,000	\$ 25,000	\$ 15,206	\$ 9,794
General Government				
Supervisor	9,300	9,300	10,744	(1,444)
Election	1,950	1,950	902	1,048
Assessor	13,000	13,000	11,439	1,561
Legal Fees	4,500	4,500	854	3,646
Clerk	12,500	12,500	13,240	(740)
Board of Review	1,000	1,000	1,055	(55)
Treasurer	12,000	14,394	12,474	1,920
Building and Grounds	15,000	15,000	5,513	9,487
Cemetery	5,000	8,524	11,450	(2,926)
Public Safety	59,000	59,000	16,924	42,076
Public Works	209,599	209,673	73,465	136,208
Health and Welfare	250	250	237	13
Community and Economic Development	3,000	3,000	3,867	(867)
Recreation and Culture	5,000	13,522	15,542	(2,020)
Other Functions	0	0	3,338	(3,338)
Contingency	12,354	234	0	234
Total Expenditures	\$ 388,453	\$ 390,847	\$ 196,250	\$ 194,597
Excess of Revenues Over (Under) Expenditures	\$ (233,181)	\$ (235,575)	\$ (30,114)	\$ 205,461
<u>FUND BALANCE</u> - Beginning of Year	290,025	290,025	290,025	0
<u>FUND BALANCE</u> - End of Year	\$ 56,844	\$ 54,450	\$ 259,911	\$ 205,461

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

GENERAL FUND

ANALYSIS OF REVENUES
FOR THE YEAR ENDED JUNE 30, 2004

TAXES

Property Tax	\$ 24,056	
Property Tax Administration Fee	7,835	
Penalties and Interest	889	
Commercial Forest	96	
Swamp Tax	6,827	
Total Taxes	<hr/>	\$ 39,703

LICENSES AND PERMITS

Nonbusiness Licenses and Permits	\$ 3,125	
Franchise Fees	794	
Total Licenses and Permits	<hr/>	3,919

STATE GRANTS

Telecommunications Right of Way Maintenance	\$ 3,515	
Sales and Use Tax	108,062	
Total State Grants	<hr/>	111,577

CHARGES FOR SERVICES

Summer Tax Collection	\$ 2,980	
Cemetery Lots	600	
Fines and Forfeitures	3,580	
Total Charges for Services	<hr/>	7,160

INTEREST AND RENTS

Interest Earnings		2,905
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OTHER REVENUES

Miscellaneous		<hr/> 872
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TOTAL REVENUES		<hr/> <hr/> \$ 166,136
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BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

GENERAL FUND

ANALYSIS OF EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2004

LEGISLATIVE

Township Board

Personal Services

Salaries and Wages \$ 2,415

Social Security and Medicare 3,072

Supplies

Office Supplies 762

Other Services and Charges

Dues 612

Insurance 572

Printing and Publishing 592

Professional Services 6,146

Public Utilities 521

Repairs and Maintenance 231

Miscellaneous 283

Total Legislative \$ 15,206

GENERAL GOVERNMENT

Supervisor

Personal Services

Salaries and Wages \$ 6,840

Supplies

Office Supplies 491

Other Services and Charges

Education 485

Insurance 846

Public Utilities 813

Repairs and Maintenance 321

Capital Outlay 948

Total Supervisor \$ 10,744

Elections

Personal Services

Salaries and Wages \$ 455

Supplies

Operating Supplies 431

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

GENERAL FUND

ANALYSIS OF EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2004

Other Services and Charges		
Insurance	16	
Total Elections		902
Assessor		
Supplies		
Office Supplies	\$ 555	
Other Services and Charges		
Contracted Services	10,372	
Insurance	112	
Capital Outlay	400	
Total Assessor		11,439
Legal		
Other Services and Charges		
Professional Services		854
Clerk		
Personal Services		
Salaries and Wages	\$ 7,440	
Salaries and Wages - Deputy	300	
Supplies		
Office Supplies	560	
Other Services and Charges		
Education	1,921	
Insurance	736	
Public Utilities	893	
Repairs and Maintenance	191	
Capital Outlay	1,199	
Total Clerk		13,240
Board of Review		
Personal Services		
Salaries and Wages	\$ 545	
Other Services and Charges		
Education	20	
Insurance	490	
Total Board of Review		1,055

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

GENERAL FUND

ANALYSIS OF EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2004

Treasurer

Personal Services

Salaries and Wages \$ 8,719

Salaries and Wages - Deputy 615

Supplies

Office Supplies 1,272

Other Services and Charges

Contracted Services 515

Education 3

Insurance 717

Public Utilities 633

Total Treasurer 12,474

Building and Grounds

Personal Services

Salaries and Wages \$ 324

Supplies

Operating Supplies 104

Other Services and Charges

Public Utilities 1,816

Repairs and Maintenance 2,428

Transportation 841

Total Building and Grounds 5,513

Cemetery

Personal Services

Salaries and Wages \$ 2,615

Supplies

Operating Supplies 304

Other Services and Charges

Insurance 3,354

Public Utilities 181

Repairs and Maintenance 2,903

Capital Outlay 2,093

Total Cemetery 11,450

Total General Government \$ 67,671

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

GENERAL FUND

ANALYSIS OF EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2004

PUBLIC SAFETY

Fire Department	
Other Services and Charges	
Contracted Services	16,924

PUBLIC WORKS

Highways, Streets and Bridges		
Supplies		
Operating Supplies	\$	74
Other Services and Charges		
Repairs and Maintenance		66,396
Total Highways, Streets and Bridges		<hr/>
	\$	66,470
Street Lighting		
Other Services and Charges		
Public Utilities		2,013
Refuse Collection		
Other Services and Charges		
Contracted Services		4,982
Total Public Works		<hr/>
		73,465

HEALTH AND WELFARE

Hospital Operation	
Other Services and Charges	
Miscellaneous	237

COMMUNITY AND ECONOMIC DEVELOPMENT

Planning and Zoning		
Personal Services		
Salaries and Wages	\$	2,650
Supplies		
Operating Supplies		60
Other Services and Charges		
Insurance		690
Public Utilities		467
Total Community and Economic Development		<hr/> 3,867

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

GENERAL FUND

ANALYSIS OF EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2004

RECREATION AND CULTURE

Recreation and Parks		
Personal Services		
Salaries and Wages	\$	7,075
Supplies		
Operating Supplies		509
Other Services and Charges		
Insurance		599
Public Utilities		477
Repairs and Maintenance		6,117
Capital Outlay		765
Total Recreation and Culture		<u>15,542</u>

OTHER FUNCTIONS

Prior Period Adjustments		<u>3,338</u>
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TOTAL EXPENDITURES		<u><u>\$ 196,250</u></u>
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BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

FIRE FUND

BALANCE SHEET
JUNE 30, 2004

ASSETS

Cash	\$ 17,981
Taxes Receivable	197
Due From Other Funds	<u>87</u>
Total Assets	<u><u>\$ 18,265</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	\$ 1,337
Due to Other Funds	1,075
Deferred Revenue	<u>197</u>

Total Liabilities	\$ 2,609
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FUND BALANCE

Reserved for Fire Protection	<u>15,656</u>
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TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$ 18,265</u></u>
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BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

FIRE FUND

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2004

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
<u>REVENUES</u>			
Taxes			
Property Tax	\$ 25,967	\$ 25,189	\$ (778)
Commercial Forest	0	21	21
Contributions from Local Units			
Orange Township	0	7,707	7,707
Interest and Rents			
Interest	0	64	64
Total Revenues	<u>\$ 25,967</u>	<u>\$ 32,981</u>	<u>\$ 7,014</u>
<u>EXPENDITURES</u>			
Public Safety			
Fire Protection			
Personal Services			
Salaries and Wages	\$ 0	\$ 16,840	\$ (16,840)
Employee Benefits	0	1,288	(1,288)
Supplies			
Operating Supplies	0	1,173	(1,173)
Fuel	0	625	(625)
Other Services and Charges			
Repair and Maintenance	0	2,624	(2,624)
Public Utilities	0	3,424	(3,424)
Insurance	0	7,470	(7,470)
Travel and Education	0	130	(130)
Miscellaneous	0	258	(258)
Capital Outlay	0	2,164	(2,164)
Prior Period Adjustments	0	1,774	(1,774)
Total Expenditures	<u>\$ 0</u>	<u>\$ 37,770</u>	<u>\$ (37,770)</u>
Excess (Deficiency) of			
Revenues Over Expenditures	\$ 25,967	\$ (4,789)	\$ (30,756)
<u>FUND BALANCE</u> - Beginning of Year	<u>0</u>	<u>20,445</u>	<u>20,445</u>
<u>FUND BALANCE</u> - End of Year	<u>\$ 25,967</u>	<u>\$ 15,656</u>	<u>\$ (10,311)</u>

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

ROAD FUND

BALANCE SHEET
JUNE 30, 2004

ASSETS

Cash	\$ 78,907
Taxes Receivable	394
Due From Other Funds	38
Prepaid Expenditures	<u>60,000</u>
Total Assets	<u><u>\$ 139,339</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Deferred Revenue	<u>\$ 394</u>
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FUND BALANCE

Reserved for	
Prepaid Expenditures	\$ 60,000
Road Improvements	<u>78,945</u>

Total Fund Balance	<u>\$ 138,945</u>
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TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$ 139,339</u></u>
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BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

ROAD FUND

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2004

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
<u>REVENUES</u>			
Taxes			
Property Tax	\$ 51,934	\$ 50,383	\$ (1,551)
Commercial Forest	0	43	43
Interest and Rents			
Interest	0	669	669
	<hr/>	<hr/>	<hr/>
Total Revenues	\$ 51,934	\$ 51,095	\$ (839)
	<hr/>	<hr/>	<hr/>
<u>EXPENDITURES</u>			
Public Works			
Highways, Streets and Bridges			
Other Services and Charges			
Repairs and Maintenance	46,599	2,544	44,055
	<hr/>	<hr/>	<hr/>
Excess (Deficiency) of			
Revenues Over Expenditures	\$ 5,335	\$ 48,551	\$ 43,216
	<hr/>	<hr/>	<hr/>
<u>FUND BALANCE</u> - Beginning of Year	0	90,394	90,394
	<hr/>	<hr/>	<hr/>
<u>FUND BALANCE</u> - End of Year	\$ 5,335	\$ 138,945	\$ 133,610
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NONMAJOR DEBT SERVICE FUND - FIRE DEBT FUND

BALANCE SHEET
JUNE 30, 2004

	<u>ASSETS</u>	
Cash		<u>\$ 5,052</u>
	<u>LIABILITIES AND FUND BALANCE</u>	
<u>LIABILITIES</u>		\$ 0
<u>FUND BALANCE</u>		
Reserved for Debt Retirement		<u>5,052</u>
TOTAL LIABILITIES AND FUND BALANCE		<u><u>\$ 5,052</u></u>

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

NONMAJOR DEBT SERVICE FUND - FIRE DEBT FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

FOR THE YEAR ENDED JUNE 30, 2004

REVENUES

Interest

Interest on Investments

\$ 33

EXPENDITURES

0

Excess (Deficiency) of Revenues

Over Expenditures

\$ 33

FUND BALANCE - Beginning of Year

5,019

FUND BALANCE - End of Year

\$ 5,052

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES - ALL AGENCY FUNDS
YEAR ENDED JUNE 30, 2004

	BALANCE		BALANCE	
	7/1/2003	ADDITIONS	DEDUCTIONS	6/30/2004
<u>CURRENT TAX COLLECTION FUND</u>				
<u>ASSETS</u>				
Cash	\$ 155	\$ 668,048	\$ 665,944	\$ 2,259
<u>LIABILITIES</u>				
Due to Other Organizations and Individuals	\$ 0	\$ 3,024	\$ 3,024	\$ 0
Due to Other Governments	0	574,276	573,572	704
Due to Other Funds	155	90,748	89,348	1,555
Total Liabilities	\$ 155	\$ 668,048	\$ 665,944	\$ 2,259
<u>TRUST AND AGENCY</u>				
<u>ASSETS</u>				
Cash	\$ 2,170	\$ 15,231	\$ 16,447	\$ 954
<u>LIABILITIES</u>				
Due to Other Governments	\$ 792	\$ 13,091	\$ 12,997	\$ 886
Due to Other Funds	1,378	2,140	3,450	68
Total Liabilities	\$ 2,170	\$ 15,231	\$ 16,447	\$ 954

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN

COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES - ALL AGENCY FUNDS
YEAR ENDED JUNE 30, 2004

	BALANCE			BALANCE
	7/1/2003	ADDITIONS	DEDUCTIONS	6/30/2004
<u>TOTALS - ALL AGENCY FUNDS</u>				
<u>ASSETS</u>				
Cash	\$ 2,325	\$ 683,279	\$ 682,391	\$ 3,213
<u>LIABILITIES</u>				
Due to Other Organizations and Individuals	\$ 0	\$ 3,024	\$ 3,024	\$ 0
Due to Other Governments	792	587,367	586,569	1,590
Due to Other Funds	1,533	92,888	92,798	1,623
Total Liabilities	\$ 2,325	\$ 683,279	\$ 682,391	\$ 3,213

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN
STATEMENT OF 2003 TAX ROLL
JUNE 30, 2004

TAXES ASSESSED

County	\$	170,309	
County - State Education Tax		131,730	
Kalkaska Public Transit		6,489	
Kalkaska Memorial Hospital		44,784	
Township			
Operating		24,112	
Roads		50,821	
Fire Protection		25,408	
Schools			
Forest Area Community Schools		246,508	
Intermediate School			
Traverse Bay Area		<u>78,846</u>	\$ 779,007

TAXES COLLECTED

County	\$	140,960	
County - State Education Tax		118,819	
Kalkaska Public Transit		5,370	
Kalkaska Memorial Hospital		37,067	
Township			
Operating		19,957	
Roads		42,064	
Fire Protection		21,030	
Schools			
Forest Area Community Schools		202,671	
Intermediate School			
Traverse Bay Area		<u>65,259</u>	<u>653,197</u>

BOARDMAN TOWNSHIP, KALKASKA COUNTY
SOUTH BOARDMAN, MICHIGAN
STATEMENT OF 2003 TAX ROLL
JUNE 30, 2004

TAXES RETURNED DELINQUENT

County	\$	29,349	
County - State Education Tax		12,911	
Kalkaska Public Transit		1,119	
Kalkaska Memorial Hospital		7,717	
Township			
Operating		4,155	
Roads		8,757	
Fire Protection		4,378	
Schools			
Forest Area Community Schools		43,837	
Intermediate School			
Traverse Bay Area		13,587	\$ 125,810

Baird, Cotter and Bishop, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

November 23, 2004

LETTER OF COMMENTS AND RECOMMENDATIONS

To the Township Board
Boardman Township
Kalkaska County
South Boardman, Michigan

During the course of our audit of the financial statements of Boardman Township for the year ended June 30, 2004, we noted the following:

Budgeting

P.A. 621 of 1978 states that the budget document that the Township adopts include the amount of fund balance accumulated through the end of the current year, and the amount expected at the end of the upcoming year, after applying the budgeted revenues and expenditures.

The Township board is also responsible for amending the budget during the year to allow for expenditures in excess of original appropriations, or to reduce appropriations if it appears the actual expenditures will be much less than originally appropriated.

The expenditures for several activities in the General Fund exceeded the budgeted amounts. The Fire Fund expenditures also exceeded budgeted amounts.

The adoption of the budgets for each fund should be clearly noted in the board minutes, as well as any amendments to the budget throughout the year.

A complete budget should be adopted for each of the Township's funds with the items listed above.

Reconciliations of Clerk and Treasurer Ledgers

We recommend that the Treasurer and Clerk reconcile their bank account balances with each other on a monthly basis. This will facilitate a continuous balancing of records and help strengthen internal controls.

Current Tax Fund Balance

As of June 30, 2004, a balance consisting of tax collections and other items remained in the Current Tax Collection Fund. We recommend that any balance remaining in the Current Tax Collection Fund be paid out to the appropriate governmental units prior to the end of the fiscal year.

Payroll Tax Reporting

When comparing the W-2 statements to the Form 941's for the year, we noted small differences. Differences concerning the Form 941's for the calendar year 2004 were also discovered. If left uncorrected, the Township may, in the future, receive an inquiry from the IRS. We are available to assist the Township in making the necessary corrections, if desired. This would also help prevent future errors of the same type.

Reportable Condition in Internal Controls

In planning and performing our audit of the financial statements of Boardman Township for the year ended June 30, 2004, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the basic financial statements.

Certain matters considered to be reportable conditions in internal controls were noted. We are issuing a separate letter (letter of reportable conditions) which addresses those items noted.

General Condition of Accounting Records

The accounting records being maintained for the year ended June 30, 2004, were found to be in good order and in compliance with the State's uniform accounting system. We would like to recommend, however, that each invoice be marked with the date paid, the check number, and the general ledger account number that it was posted to. We commend the clerk and treasurer for their fine effort.

GASB 34

These financial statements are reported under the new GASB 34 accounting standard and are much different than in the past. We recommend the Township carefully review these statements under the new accounting standard. We are available to explain the various changes in detail if so desired.

We would like to thank the board for its confidence in our firm and to thank the township clerk, treasurer and supervisor for their cooperation.

If you have any questions or need assistance relative to the above items or other areas of your annual accounting, please feel free to call on us.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.

Baird, Cotter and Bishop, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

November 23, 2004

LETTER OF REPORTABLE CONDITIONS

To the Township Board
Boardman Township
Kalkaska County
South Boardman, Michigan

In planning and performing our audit of the financial statements of Boardman Township, Kalkaska County, South Boardman, Michigan for the year ended June 30, 2004, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure. However, we noted certain matters that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

The relatively small number of people involved in the accounting functions of the Township and the design of the accounting system as developed by the state make it difficult to adequately segregate duties. Segregation of accounting duties is a fundamental method of strengthening internal control. However, in deciding what internal control procedures should be implemented, the Board must consider the costs of implementing them and weigh those costs against the benefits to be derived from their implementation.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe that the condition described above is a material weakness.

This report is intended solely for the information and use of the Board and others within the organization. This restriction is not intended to limit the distribution of the report, which is a matter of public record.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.